



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 35006
FPO AP 96373-5006

IN REPLY REFER TO:
5090
F/EAB/28149
2 Jul 14

MEMORANDUM

From: Environmental Management System Manager
To: Marine Corps Base (MCB) Camp Butler Environmental Management
Systems (EMS) Core Team Members

Subj: MCB CAMP BUTLER EMS CORE TEAM MEETING MINUTES

Ref: (a) III MEF/MCIPACO 5090.1

Encl: (1) Jun 14 EMS Core Team Meeting Agenda
(2) Jun 14 Attendance Roster
(3) JEMMS/SEAMIS Information

1. Per reference (a), the MCB Camp Butler EMS Core Team met on 18 Jun 14 at Bldg. 363, 3rd Floor Conference Room. The meeting started at 0900 hours and the agenda is contained in enclosure (1).

2. The meeting was chaired by (b)(6) and the list of attendees is contained in enclosure (2).

3. The following is a summary of the meeting discussion:

a. 2 Environmental Compliance Evaluation (ECE)
Update. (b)(6) presented the following:

(1) The FY14 ECE was scheduled for 12 May - 11 Jul 14. The evaluation portion of ECE is complete and findings have been entered into the MCICOM web-based tracking system.

(2) 192 findings drafted and under review. See enclosure (1), page 4 for summary of findings by protocol and class. The table below details the ECE terms that were reviewed during the meeting.

| ECE TERM | DEFINITION |
|----------|--|
| Class I | A violation of the Japan Environmental Governing Standards (JEGS). |
| Class II | Not in compliance with future JEGS requirement. |

| ECE TERM | DEFINITION |
|---------------------------|--|
| Class III | May be caused by poor management practices and/or failure to follow applicable standard operating procedures, Marine Corps Orders (MCO), and Department of the Navy (DON) and Department of Defense (DOD) directives. |
| Management Practices (MP) | Conditions that do not have a regulatory basis but still provide a possible adverse impact to the environment. MPs are also used to provide best practices or comments reflecting program successes observed at other installations. |
| Positive | Used to document that a sites performance exceeds the regulatory requirement and that the installation has developed procedures or processes that can be used to improve performance at other Marine Corps installations. |
| Safety & Health (S&H) | Recognized hazards to Safety and Health, such as exposure to toxic chemicals, excessive noise levels, mechanical dangers, heat or cold stress, or unsanitary conditions |

(3) Plan of Action and Milestones (POA&M) requests will be sent out to respective units for each finding. POA&Ms due ~ 11 Jul 14. This date may shift depending on when notification letters are distributed.

(4) Common ECE Findings (See Enclosure (1), pages 5-8)

b. Qualified Recycling Program (QRP). ^{(b)(6)} updated the team on the following:

(1) QRP Committee met 20 May 14 and approved the items below:

(a) 99% compliance or rejection policy (after updated guidelines are published). There will be a two-month sunrise/sunset period for enforcement.

(b) Draft guidelines, QRP Plan, and meeting minutes currently with AC/S G-F for approval before staffing/distribution.

(c) Direct contract with glass recycling facility.

(2) It was noted that the Commanding General's Inspection Program (CGIP) inspectors were citing safety violations in facilities that have recycling containers under stairwells, claiming that the containers were blocking the exits. It was requested that the

Subj: EMS MCB CAMP BUTLER CORE TEAM MEETING MINUTES

Environmental Affairs Branch meet with the MCIPAC CGIP Coordinator about this issue.

(3) QRP meeting minutes will be distributed as soon as it is signed. The next QRP Committee meeting is scheduled for 14 Aug 14.

c. EMS Document Update: (b)(6) briefed the team on EMS document updates. See enclosure 10-12, Agenda for listing of revised, newly published, and cancelled documents from Apr to Jun 14.

d. Additional Items Discussed and Action Items:

(1) The Regional Hazardous Inventory Control System (RHICS) is no longer used by the Joint Environmental Material Management Service (JEMMS) and has been replaced by the Hazardous Material Management System (HMMS). Secure Enterprise Automated Management Information System (SEAMIS) is now used by the units to order hazardous materials. SEAMIS tracks req (b)(6) the units the ability to see what is available. (b)(6) will provide information on SEAMIS and JEMMS points included as enclosure (3).

(2) (b)(6) asked the team to elevate hazardous materials and issues and problems through their respective chain of commands.

(3) The Camp Hansen D (b)(6) issue of yellow paint not being available at JEMMS. (b)(6) will look into this matter.

e. Conclusion. (b)(6) concluded the meeting with the following information

(1) The Core Team meeting minutes will be distributed to Core Team members and other interested parties.

(2) The EMS Core Team members were reminded to brief their chain of command on all environmental activities.

(3) Next Core Team meeting - Sep 14

4. The meeting adjourned at 0940 hours.

5. The EMS Core Team point of contact is (b)(6) EMS Coordinator, (b)(6)



**MCB CAMP BUTLER
ENVIRONMENTAL
MANAGEMENT SYSTEM
CORE TEAM MEETING
3rd Quarter FY 2014**

Date: 18 June 2014

Time: 0900-1000

Location: Bldg. 363 Conference Room

**Chairpers
Facilitator**

(b) (6)

Enclosure (1)

Meeting Agenda

- 2014 Internal ECE Update
- Qualified Recycling Program
- EMS Document Update
- Conclusion

Enclosure (1)

2014 Internal Environmental Compliance Evaluation Update

- Scheduled for 12 May – 11 July 2014
- 192 findings drafted and under review
- Findings will be finalized by next week
- Plan of Action and Milestones due ~ 11 Jul 2014

2014 Internal ECE Update

Summary of Draft Findings

| Protocol | Program | Findings | Class | | | | |
|----------|----------------------|----------|---------|-----------|----|-----|----------|
| | | | Class I | Class III | MP | S&H | Positive |
| AE | Air Emission | 2 | 1 | | 1 | | |
| CR | Cultural Resources | 1 | | | | | 1 |
| EM | EMS | | | | | | |
| HW | Hazardous Waste | 97 | 63 | 33 | | | 1 |
| HM | Hazardous Materials | 27 | 1 | 24 | | 2 | |
| NR | Natural Resources | | | | | | |
| O1 | NEPA | | | | | | |
| O4 | Pollution Prevention | | | | | | |
| O5 | Program Management | 3 | | 3 | | | |
| O6 | Waste Munition | | | | | | |
| PM | Pesticide Management | 15 | 15 | | | | |
| PO | POL | 8 | 3 | 3 | 2 | | |
| SO | Solid Waste | 15 | | 14 | | | 1 |
| ST | Storage Tank | 4 | 4 | | | | |
| T1 | PCB Management | 6 | 4 | 2 | | | |
| T2 | Asbestos Management | 2 | 1 | | | | 1 |
| T3 | Radon | | | | | | |
| T4 | LBP Management | | | | | | |
| WA | Waste Water | | | | | | |
| WQ | Water Quality | 12 | | 12 | | | |
| Total | | 192 | 92 | 91 | 3 | 2 | 4 |

Enclosure (1)

2014 Common ECE Findings

Hazardous Materials Program

- Expired HM
- No Authorized User's List (AUL)
- Outdated AUL
- HM not procured through JEMMS
- Units not turning in all excess HM into JEMMS
- Hazardous Material area not properly identified

Enclosure (1)

2014 Common ECE Findings

Hazardous Waste Program

- Continuity Binder not being properly managed and maintained
- None or inadequate emergency spills supplies
- No fire extinguisher in HWAPs
- Batteries not properly taped and wrapped
- Poor housekeeping and security of HWAPs
- NFPA signs not posted, worn out, or not legible
- EMSP 11.2 Spill Response and Notification Procedure outdated, not posted, or not filled out with POC.
- Unsecured HW drums and containers
- HW items improperly labeled, bagged, or stored

Enclosure (1)

2014 Common ECE Findings

Pesticide Management Program

- No ventilation or HVAC system in pesticide storage building
- Pesticide facility located less than 200 ft from surface water
- “Wash Hands Before Using Toilet” and “No Smoking” signage not posted in pesticide facility
- Indoor storage areas for pesticide did not meet JEGS requirements
- Faded and illegible Japanese precautionary messages
- Pesticide mixing area has no electricity and hot and cold water
- Unsecured pesticide storage areas
- Incomplete/inappropriate spill supplies staged in pesticide storage area

Enclosure (1)

2014 Common ECE Findings

Petroleum, Oil, and Lubricants Program

- No site specific spill plans
- Emergency spill plans not posted/readily available
- Corroded piping and valve handles

Solid Waste Program

- No installation QRP Plan
- Improper segregation or recyclables at recycling points

UST Program

- Improper closeout action for inactive USTs

Enclosure (1)

Qualified Recycling Program (QRP)

- QRP Committee met 20 May and approved the following:
 - 99% compliance or rejection policy (after updated guidelines are published)
 - Draft guidelines, QRP Plan, and meeting minutes currently with AC/S G-F for approval before staffing/distribution
- Direct contract with glass recycling facility

EMS Documents Revised

(April-June 2014)

- EMSP 06.1.4 Environmental Training Nomination Form
- EMS-1 MCB Butler EMS Manual
- EMSP 11.1.10 Emergency Response Supplies and Equipment
- EMP 18.1 How to Clean-up Oil & Haz Substance Spills (EN-JN)
- EMSP 01.3.1 Environmental Appointment Letter

Enclosure (1)

EMS Documents Cancelled

(April-June 2014)

- EMSP 11.14 CO 5090.2 Camp Courtney OHSPC
- EMSP 12.2 Desktop Procedure for Document and Record Control
- EMP 04.6 Wastewater Sampling Plan
- EMP 02.2 Diesel/Gaseous/Gasoline Engine Generating and Gas Turbines Units (Emergency Generators) Testing

Enclosure (1)

EMS Documents Being Drafted & Staffed

- EMP 12.1 Integrated Natural Resources and Cultural Resources Management Plan
- EMP 13.1 Env Pocket Guide for Marine in Field Ver 7
- EMP 16.1 Radon Mitigation Systems Inspection SOP Ver 1
- EMP 16.2 Radon Mitigation Systems Maintenance SOP Ver 1
- EMP 06.3 What Do I Do With This?

Enclosure (1)

Conclusion

- Upcoming events:
 - Next Core Team Meeting – Sept 2014
- Will send minutes to EMS Core Team
- Please brief your chain of command

Thank you!

Enclosure (1)

(b) (6)

Enclosure (2)

[illegible]

JEMMS OKINAWA DATA SHEET

JEMMS POIN^{(b) (6)}

Waste Pickup

Admin Office

Site Manager

Government Representative

Helpful Links:

SEAMIS (JEMMS Order Website)

<https://urs.seamis.com>

(The SEAMIS -How To presentation can be located on the MCB Camp Butler Environmental Sharepoint listed below)

Estimated Shipping times for new orders that are not in stock: It is imperative this information is taken into account when scheduling PM's and ordering deployment hazmat materials

Procured On Island: 3 work days

Procured from Mainland Japan: 14 work days

Procured from United States: 2-6 months

SERVMART Okinawa On-Line (Purchase spill materials)

<https://ww1.servmart.nmci.usmc.mil/shop/>

WEBFLIS (On-line FEDLOG)

https://www.dlis.dla.mil/webflis/pub/pub_search.aspx

Document Number Tracking

<http://wegal.ogden.disa.mil/>

DoD Shelf Life Assistance

<https://headquarters.dla.mil/j-3/shelflife/default.aspx>

DoD Shelf Life Check

[https://headquarters.dla.mil/j-](https://headquarters.dla.mil/j-3/shelflife/default.aspx)

HMIRS *Ability to obtain MSDS (Account Creation Required)

<https://www.dlis.dla.mil/hmirs/>

*** MCB Camp Butler Environmental Sharepoint

<https://sharepoint.mcbbutler.usmc.mil/FE/ENV/JEMMS%20SOPs/Forms/AllItems.aspx>

*****Updated SOPs, Unit AULs and AUL Adjustment Form will be posted to the MCB Camp Butler Environmental Sharepoint as soon as updates are received from HQ DLA/HQMC.**

| Installation Offices: | Safety | Environmental |
|-------------------------------------|----------------|---------------|
| Schwab/JWTC | 623-4053/4985 | 625-2683/2684 |
| Hansen/Courtney | 622- 3004/7508 | 623-4495/7223 |
| Foster/Lester | 645-3183 | 645-5970/0789 |
| Futenma | 636-3330 | 636-2066/2067 |
| Kinser: | 637-1457/3221 | 637-4405/1815 |
| White Beach, CFAO & Camp Shields | 634-8398 | 634-8398 |

AUL Adjustment Request: Until further notice please submit all AUL Adjustment Requests to the following email address for

ENVAUL.MCBB.FCT@usmc.mil

Once approval from all parties are obtained; you will receive an email containing your original SDS and the approved version

Free Issue printer ink (JEMMS will deliver if cartridge is available)

Provide the following information to the Waste Manager via email:

1. Brand of printer (HP, Lexmark, etc)
2. Printer cartridge number.



Point of Sale

Government Staff Training Slides



Enclosure (3)



Overview

- ▶ General Navigation (All)
- ▶ Signup Process (All)
- ▶ User Approval Process (Administrator)
- ▶ User Management (Administrator)
- ▶ DoDAAC Management (Administrator)
- ▶ AUL Ordering (Web Order/Administrator)
- ▶ Order Approval (Funds Approver/Administrator)
- ▶ Order Status (All)
- ▶ Quantity on Hand (All but read only web order)
- ▶ Price List (All but read only web order)
- ▶ Forecast (Administrator)
- ▶ Reports (Administrator)

Enclosure (3)

General Navigation

Logging In

- ▶ Site is <https://urs.seamis.com>
- ▶ Enter user name
- ▶ Enter password
- ▶ Press Login



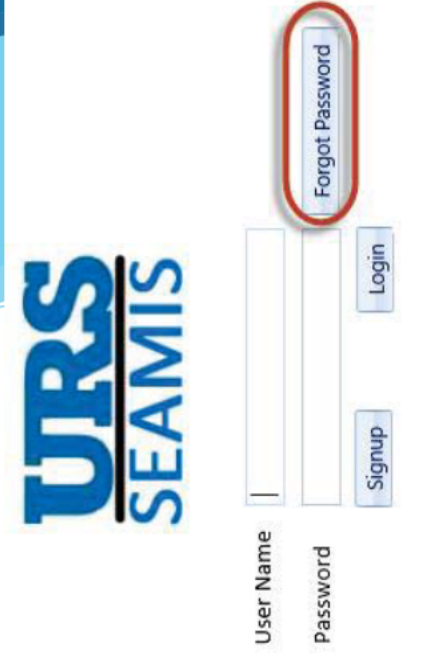
User Name

Password

General Navigation

Forgot Password

- ▶ Enter the email you signed up with and the credentials will be emailed to you



URS SEAMIS

User Name

Password

[Forgot Password](#)

[Signup](#) [Login](#)

Forgot Password

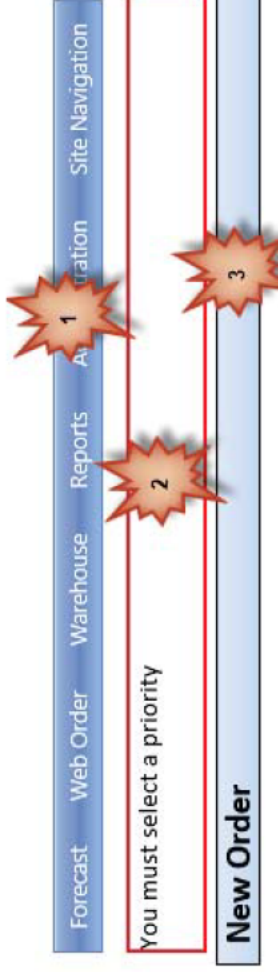
Enter your email address and your credentials will be emailed to you.

Email

[Back](#) [Submit](#)

General Navigation

Application Structure



(b) (6)

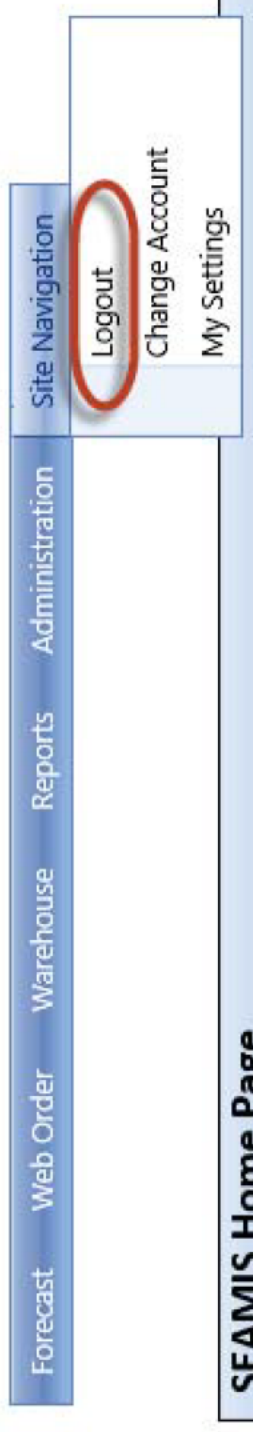
User
4
Acca
Version: 1.0

- ▶ 1. Main Menu
- ▶ 2. Message bar for errors and success messages
- ▶ 3. Current page indicator
- ▶ 4. Current user/account/version
- ▶ All items below the page indicator is the current selected page's content

Enclosure (3)

General Navigation

Logout



- ▶ Logout will end your session and take you back to the login page
- ▶ You can also close the browser window to log out

General Navigation

Session State

- ▶ Each time you login, you create a new session
- ▶ Sessions automatically timeout after 6 hours of inactivity
- ▶ If you get an error after stepping away for a while, close the browser and reopen
- ▶ Sessions also get closed when updates to the website are made or the server needs rebooting for standard maintenance

General Navigation

My Settings

- ▶ Used to manage basic account settings
- ▶ You can change your password here
- ▶ You can select what page shows after you login
- ▶ Tells you what work centers you are assigned
- ▶ Tells you your rights for the account you are logged into
- ▶ Shows all accounts you are assigned⁽³⁾

My Settings

Forecast Web Order Warehouse Reports Administration Site Navigation

Logout Change Account **My Settings**

My Settings

First Name Last Name User Name Email Phone

Start Page

To change your password, enter a new one and the confirmation

Current Password

New Password

Confirm New

Assigned Workcenters

| Do DAAC | Organization | Workcenter |
|---------|----------------------|------------|
| ZZTDOD | ZZ TEST Organization | ZZ TSTWC 1 |
| ZZTDOD | ZZ TEST Organization | ZZ TSTWC 2 |
| ZZTDOD | ZZ TEST Organization | ZZ TSTWC 3 |

Assigned User Rights

| Administrator | Web Ordering | Funds Approver | Read Only Order Status |
|---------------|--------------|----------------|------------------------|
| Yes | No | No | No |

Assigned Accounts

| Account |
|--------------|
| Jacksonville |
| Cherry Point |
| North Island |
| Okinawa |

Contact the TPOC to change any of the above information

Signup Process

Access Key

- ▶ Press the signup button on the login page
- ▶ Enter the access key JEMMS2014
- ▶ The Access Key protects the site from unauthorized users requesting access to the site

This system is for official government use only. To signup, please contact the TPOC for the contract to get the access key.

Access Key

[Back to Login](#)

[Submit](#)

Enclosure (3)



User Name

Password

[Forgot Password](#)

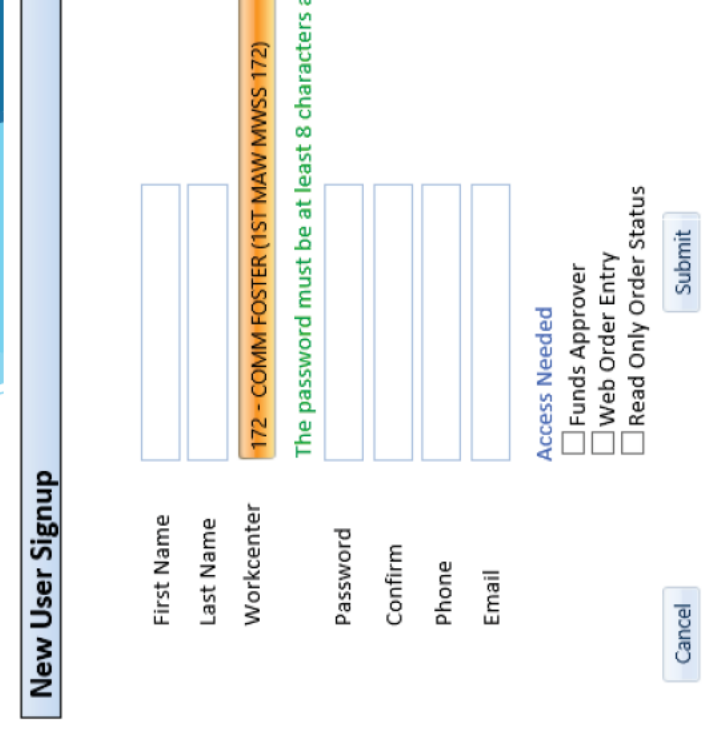
[Signup](#) [Login](#)

Signup Process

Signup Page

- ▶ Enter your first name/last name
- ▶ Select your work center from the list
- ▶ Create a password to access the site
- ▶ Put in your phone and email
- ▶ Select what access you need - the TPOC can override any of the entries you put here so mistakes can be corrected
- ▶ Press submit and the request is sent to the TPOC for approval or denial
- ▶ An email will be sent to you when the request is approved or denied
- ▶ If approved, you will get the credential for the login in your email

Enclosure (3)



The screenshot shows a 'New User Signup' form. At the top, there is a header 'New User Signup'. Below it, the form fields are arranged in two columns. The left column contains 'First Name', 'Last Name', 'Workcenter', 'Password', 'Confirm', 'Phone', and 'Email'. The right column contains a dropdown menu for 'Workcenter' (currently showing '172 - COMM FOSTER (1ST MAW MWSS 172)'), a text input for 'Password' with a green note 'The password must be at least 8 characters a', and checkboxes for 'Access Needed' (Funds Approver, Web Order Entry, Read Only Order Status). At the bottom right, there are 'Cancel' and 'Submit' buttons.

New User Signup

First Name

Last Name

Workcenter

172 - COMM FOSTER (1ST MAW MWSS 172)

The password must be at least 8 characters a

Password

Confirm

Phone

Email

Access Needed

☐ Funds Approver

☐ Web Order Entry

☐ Read Only Order Status

Cancel

Submit

User Approval Process

Pending Requests

- ▶ Select the pending request
 - ▶ Press approve to approve the user
 - ▶ To deny, enter a reason and press deny - the user will see the reason you entered



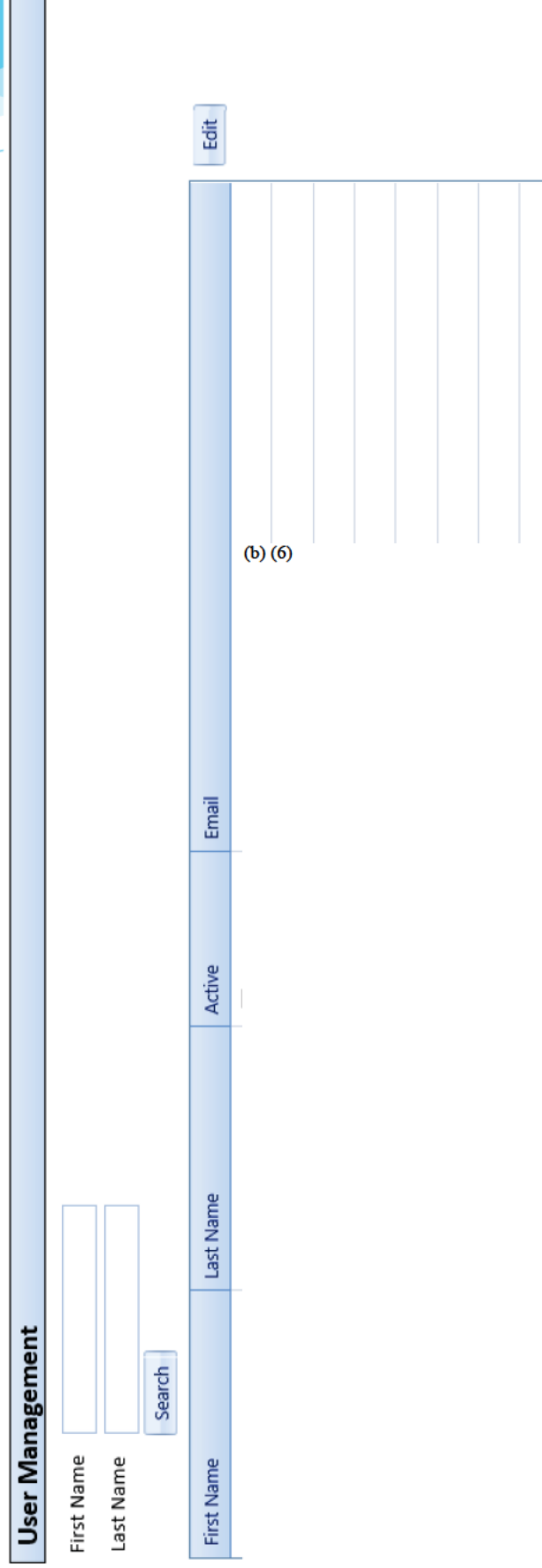
Pending User Approvals

| First Name | Last Name | Workcenter | Phone | Email | Funds Approver | Web Ordering | Read Only Order Status | Reason | Approve | Deny |
|------------|-----------|------------|-------|-------|----------------|--------------|------------------------|--------|---------|------|
| (b) (6) | (b) (6) | | | | Yes | Yes | No | | | |
| | | | | | No | Yes | No | | | |
| | | | | | No | Yes | No | | | |

Encl

User List

- ## User Management

[illegible]

User Management

User Edit

- ▶ Used for TPOC to edit user information
- ▶ Used to assign users to one or more work centers
- ▶ Users who have the Active box unchecked

User Rights Edit

Basic User Information

First Name

Test

Last Name

User2

User Name

(b) (6)

Email

(b) (6)

User Roles

☐ Administrator

☐ Funds Approver

☐ Web Order

☒ Read Only Order Status

Cancel

Save

Assigned Workcenters

Workcenter

FOOD SERVICES

Add

| Do DAAC | Organization | Workcenter | Remove |
|---------|----------------------|-------------------|--------|
| M20223 | MC3 SUB POOL | SUB POOL - HANSEN | |
| ZZTDOO | ZZ TEST Organization | ZZ TSTWC 1 | |
| ZZTDOO | ZZ TEST Organization | ZZ TSTWC 2 | |
| ZZTDOO | ZZ TEST Organization | ZZ TSTWC 3 | |

Assigned Accounts

| Organization | Account |
|---------------|--------------|
| HIMS Contract | Jacksonville |
| HIMS Contract | Cherry Point |
| HIMS Contract | North Island |
| JENIMS | Okinawa |

Contact the TPOC to add/remove accounts - only URS IT can perform these requests

DoDAAC Management

DoDAAC Listing

- Master list of DoDAACs



DoDAAC Management

| Do DAAC |
|-----------|
| GPCC ONLY |
| WAC2T0 |
| WASTE |
| M13301 |
| M00172 |
| M29001 |
| M13330 |
| M29090 |
| M20350 |
| M13001 |
| M13201 |
| M21631 |
| W812CC |
| M21635 |
| N61029 |

Contact URS to add a new DoDAAC so HMMS can be setup too

Edit

DoDAAC Edit

- DoDAAC Add/Edit

Assigned Approvers

| Email | User |
|-------|------|
|-------|------|

Add New Approver

You can only assign active users within the system

User

Test User6

Add

Enclosure (3)

[Return to DoDAAC List](#)

AUL Ordering

New Order

- Assigned work centers show in the drop down
- Each work center AUL shows

New Order

WorkcenterZZ TSTWC 3Job(none selected)

Priority7 (Priority)Shop(none selected)

Reference(Optional)

For ordering support, call 637-6102

Notes: Only items on your AUL will show up on this order sheet. Enter your quantities in the grid below and press the process order button.

| Quantity | NSN | Description | U/I | Unit Price* | Available | QUP | Ma On Qt |
|----------|---------------|--|-----|-------------|-----------|-----|----------|
| | 7930011527072 | DISHWASHING COMPOUND,MACHINE | BX | \$108.81 | 0 | 1 | N/ |
| | 7930011775119 | DISHWASHING COMPOUND,HAND | BX | \$156.52 | 0 | 1 | N/ |
| | 8010001818079 | THINNER,PAINT PRODUCTS | CN | \$144.36 | 0 | 1 | N/ |
| | 8010005272045 | ENAMEL | GL | \$46.81 | 0 | 1 | N/ |
| | 6810LLLAB0728 | KELLER'S REAGENT, ETCH FOR ALUMINUM (100-ML) | BT | \$0.00 | 0 | 1 | N/ |

<

>

Comments

*Prices are not final until invoiced - this price is just an estimate based on current system information

Enclosure (3)

Review Order

AUL Ordering

Confirm Order

- Orders confirmed for correctness

Enclosure (3)

Confirm POS Order

Back to Order Screen

1 of 1

Export to the selected format

Export

Submit Order

URS Order Quote: ORD0000078

Order Date

3/24/2014

Priority

6 (Priority)

Requestor

Reference

Workcenter

Job

Issue Point

ZZTEST3

Shop

Comments

| NSN | Description | Document Number* | U/I | Qty | Unit Price** | Extended Price | QUP | Max | Approved |
|---------------|---------------------------|------------------|-----|-----|--------------|----------------|-----|-----|----------|
| 7930011527072 | DISHWASHING | | BX | 4 | \$108.81 | \$435.24 | 1 | N/A | Pending |
| 7930011775119 | DISHWASHING COMPOUND,HAND | | BX | 1 | \$156.52 | \$156.52 | 1 | N/A | Pending |
| 8010001818079 | THINNER,PAINT PRODUCTS | | CN | 1 | \$144.36 | \$144.36 | 1 | N/A | Pending |

*Document numbers are generated upon DoDAAC funds approval

**Prices are not final until invoiced - this price is just an estimate based on current system information

AUL Ordering

Order Submitted

- ▶ Notifies funds approvers that the order needs to be approved

Order Completed

Your order has been successfully processed. A notification for approval has been sent to the DoDAAC funds approvers (listed below) and you will be notified when the order is approved or denied.

| Display Name | Primary Email | Secondary Email | Office Phone |
|--------------|---------------|-----------------|--------------|
| | | | 0.623.0976 |
| | | | 0.623.0976 |
| | | | 0.623.0976 |

New Order Screen

AUL Ordering

Ordering Without an AUL

- ▶ AULs are entered into HMMS during contract startup
- ▶ HMMS data feeds the POS system with stock, orders and AUL information
- ▶ As units are setup in HMMS and the POS system, the AUL will appear
- ▶ Stock can be ordered by NSN until the AUL becomes available

Enclosure (3)

New Order

| | | | |
|------------|---------------------|------|-----------------|
| Workcenter | 1 - 1 ADA BN KADENA | Job | (none selected) |
| Priority | (none selected) | Shop | (none selected) |
| Reference | (Optional) | | |

The AUL for your work center has not been setup yet.
Orders will be manually validated against your AUL until the approved electronic version of the AUL is entered.

Enter the NSN for the product you wish to order below.

| | | |
|-----|----------------------|---------------------------------------|
| NSN | <input type="text"/> | <input type="button" value="Search"/> |
|-----|----------------------|---------------------------------------|

Comments

*Prices are not final until invoiced - this price is just an estimate based on current system information

Funds Approval

Funds Approval

Pending Approvals

| | | | | | | | | | | | |
|---------|-----------|------------|--------------|-----------|---------------|------------|-----|-------------|----------|----------|--|
| DoDAAC | | ZZTDOD | | Order | | ORD0000084 | | Order Total | | \$759.51 | |
| Do DAAC | Requestor | Workcenter | Request Date | Reference | NSN | U/I | Qty | Unit Price | Extended | | |
| ZZTDOD | | ③Z TSTWC 3 | 03/27/2014 | | 7930011527072 | BX | 3 | \$108.81 | \$326.43 | | |
| ZZTDOD | | ⑤Z TSTWC 3 | 03/27/2014 | | 8010001818079 | CN | 3 | \$144.36 | \$433.08 | | |

Approve Order

Approve Line

Denial Comments

Deny Line

Enclosure (3)

Order Approval

Pending Approval Queue

- Shows the status of the orders which are open/closed



Order Status

Order Number

Document #

Start Date

End Date

Workcenter

Job

Shop

Apply Filter

ZZ TSTWC 3

(none selected)

(none selected)

Order Status

- ☒ All Pending
- ☐ All
- ☐ Pending Funds Approval
- ☐ Pending URS Action
- ☐ On Order with Vendor
- ☐ Filled Not Delivered
- ☐ Delivered/Accepted
- ☐ Denied
- ☐ Cancelled

Print Quote

Email

| Document # | Order # | Priority | NSN | Description | U/I | Qty | Quote | Extended | Order Submitted |
|------------|-------------|----------|---------------|--|-----|-----|----------|----------|----------------------|
| | ORD00000078 | 5 | 7930011527072 | DISHWASHING COMPOUND,MACHINE | BX | 4 | \$108.81 | \$435.24 | 3/24/2014 4:36:18 PM |
| | ORD00000078 | 5 | 7930011775119 | DISHWASHING COMPOUND,HAND | BX | 1 | \$156.52 | \$156.52 | 3/24/2014 4:36:18 PM |
| | ORD00000074 | 5 | 7930011527072 | DISHWASHING COMPOUND,MACHINE | BX | 3 | \$108.81 | \$326.43 | 3/14/2014 9:36:27 PM |
| | ORD00000074 | 5 | 7930011775119 | DISHWASHING COMPOUND,HAND | BX | 1 | \$156.52 | \$156.52 | 3/14/2014 9:36:27 PM |
| | ORD00000074 | 5 | 8010001818079 | THINNER,PAINT PRODUCTS | CN | 1 | \$144.36 | \$144.36 | 3/14/2014 9:36:27 PM |
| | ORD00000074 | 5 | 8010005272045 | ENAMEL | GL | 1 | \$46.81 | \$46.81 | 3/14/2014 9:36:27 PM |
| | ORD00000074 | 5 | 6810LLLAB0728 | KELLER'S REAGENT, ETCH FOR ALUMINUM (100-ML) | BT | 1 | \$0.00 | \$0.00 | 3/14/2014 9:36:27 PM |
| | ORD00000075 | 5 | 7930011527072 | DISHWASHING COMPOUND,MACHINE | BX | 3 | \$108.81 | \$326.43 | 3/14/2014 9:36:46 PM |

Enclosure (3)

Order Status

Status All Pending

- ▶ All statuses except
 - ▶ Delivered/Accepted
 - ▶ Denied
 - ▶ Cancelled



The screenshot shows a web interface with a blue header bar. Below the header, there is a dropdown menu titled "Order Status". The menu is open, showing a list of options: "All Pending", "All", "Pending Funds Approval", "Pending URS Action", "On Order with Vendor", "Filled Not Delivered", "Delivered/Accepted", "Denied", and "Cancelled". The "All Pending" option is selected, indicated by a black dot in the radio button, and is circled in red. The background of the page is a light blue gradient with abstract geometric shapes.

Order Status

- ☒ All Pending
- ☐ All
- ☐ Pending Funds Approval
- ☐ Pending URS Action
- ☐ On Order with Vendor
- ☐ Filled Not Delivered
- ☐ Delivered/Accepted
- ☒ Denied
- ☐ Cancelled

Order Status

Status All

- ▶ No filtering of records
- ▶ Best to use if you are searching for a specific document number or order number

A screenshot of a web application's 'Order Status' filter menu. The menu is a vertical list of radio buttons with labels. A red hand-drawn oval highlights the first two options: 'All Pending' and 'All'. The 'All Pending' option is selected, indicated by a small black dot inside the radio button. The background of the slide features a blue geometric pattern of overlapping triangles.

| Order Status | |
|--|--|
| <input type="radio"/> All Pending | |
| <input type="radio"/> All | |
| <input type="radio"/> Pending Funds Approval | |
| <input type="radio"/> Pending URS Action | |
| <input type="radio"/> On Order with Vendor | |
| <input type="radio"/> Filled Not Delivered | |
| <input type="radio"/> Delivered/Accepted | |
| <input checked="" type="radio"/> Denied | |
| <input type="radio"/> Cancelled | |

Order Status

Status Pending Funds Approval

- ▶ Waiting on the funds approver(s) to approve the order
- ▶ Can be cancelled by the work center before funds approval if a mistake was made
- ▶ Once approved, cannot be undone

Order Status

- ☐ All Pending
- ☐ All
- ☐ Pending Funds Approval
- ☐ Pending URS Action
- ☐ On Order with Vendor
- ☐ Filled Not Delivered
- ☐ Delivered/Accepted
- ☒ Denied
- ☐ Cancelled

Order Status

Status Pending URS Action

- ▶ Happens when an order is approved by the DoDAAC funds approver, but has not been processed by URS yet
- ▶ Status from HMMS updates after close of business
- ▶ HMMS Status New, Open and Pending
- ▶ System generated document number links URS SEAMIS to HMMS
- ▶ HMMS Status unknown if match is not found, falls into this category

Order Status

- ☐ All Pending
- ☐ All
- ☐ Pending Funds Approval
- ☐ Pending URS Action
- ☐ On Order with Vendor
- ☐ Filled Not Delivered
- ☐ Delivered/Accepted
- ☒ Denied
- ☐ Cancelled

Order Status

Status On Order with Vendor

- ▶ Orders with a status of B (Backordered) with HMMS and no close date
- ▶ The document number for the order is shown in the grid for easy reference

Order Status

- ☐ All Pending
- ☐ All
- ☐ Pending Funds Approval
- ☐ Pending URS Action
- ☐ On Order with Vendor
- ☐ Filled Not Delivered
- ☐ Delivered/Accepted
- ☒ Denied
- ☐ Cancelled

Enclosure (3)

Order Status

Order Number

Document #

Start Date

End Date

Workcenter

Job

Shop

Apply Filter

ZZ TSTWC 1

(none selected)

(none selected)

| # | Priority | NSN | Description | U/I | Qty | Quote | Extended | Order Submitted | Date Approved | GSA/Email Document # |
|--------|----------|---------------|--------------------------------|-----|-----|----------|----------|-----------------------|-----------------------|----------------------|
| 000024 | 0 | 6140014469498 | BATTERY, STORAGE | EA | 3 | \$160.51 | \$481.53 | 3/3/2014 9:45:24 AM | 3/3/2014 10:02:30 AM | UY80014057W16 |
| 000024 | 0 | 6505006558366 | ISOPROPYL RUBBING ALCOHOL, USP | BT | 1 | \$2.55 | \$2.55 | 3/3/2014 9:45:24 AM | 3/3/2014 10:02:34 AM | UY80014057W11 |
| 000025 | 3 | 6505006558366 | ISOPROPYL RUBBING ALCOHOL, USP | BT | 1 | \$2.55 | \$2.55 | 3/3/2014 9:49:18 AM | 3/7/2014 9:48:46 AM | UY80014057W01 |
| 000027 | 0 | 6505006558366 | ISOPROPYL RUBBING ALCOHOL, USP | BT | 3 | \$2.55 | \$7.65 | 3/3/2014 9:49:58 AM | 3/10/2014 12:51:04 AM | UY80014057W07 |
| 000018 | 8 | 6140014469498 | BATTERY, STORAGE | EA | 3 | \$160.51 | \$481.53 | 2/18/2014 12:17:35 PM | 2/25/2014 9:21:38 AM | UY80014059W15 |
| 000018 | 8 | 6505006558366 | ISOPROPYL RUBBING | BT | 1 | \$2.55 | \$2.55 | 2/18/2014 12:17:35 PM | 2/25/2014 9:24:20 AM | |

Order Status

Status Filled not Delivered

- ▶ Orders with an F (Filled) status in HMMS which have no close date
- ▶ These are generally 3 in 6 items which are stocked and were filled from on hand quantities
- ▶ Items in this status are generally delivered within three days

Enclosure (3)

Order Status

- ☐ All Pending
- ☐ All
- ☐ Pending Funds Approval
- ☐ Pending URS Action
- ☐ On Order with Vendor
- ☐ Filled Not Delivered
- ☐ Delivered/Accepted
- ☒ Denied
- ☐ Cancelled

Order Status

Delivered/Accepted

- ▶ Can be an F (Filled) status item or a B (Backordered) status item that has the order closed out
- ▶ An order is not closed until the customer receives the product

Enclosure (3)



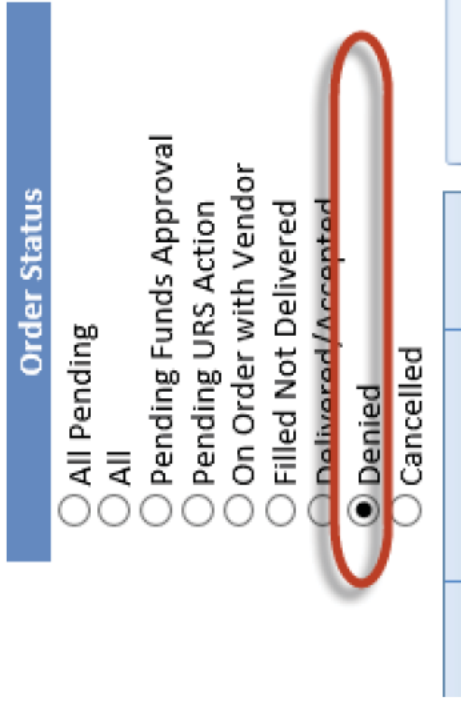
Order Status

- ☐ All Pending
- ☐ All
- ☐ Pending Funds Approval
- ☐ Pending URS Action
- ☐ On Order with Vendor
- ☐ Filled Not Delivered
- ☐ Delivered/Accepted
- ☒ Denied
- ☐ Cancelled

Order Status

Denied

- ▶ These are orders the funds approver has denied



The screenshot shows a web interface with a dropdown menu titled "Order Status". The menu is open, displaying a list of options. The option "Denied" is selected, indicated by a black dot inside the radio button, and is circled in red. The other options are "All Pending", "All", "Pending Funds Approval", "Pending URS Action", "On Order with Vendor", "Filled Not Delivered", "Delivered / Accepted", and "Cancelled".

| Order Status |
|--|
| <input type="radio"/> All Pending |
| <input type="radio"/> All |
| <input type="radio"/> Pending Funds Approval |
| <input type="radio"/> Pending URS Action |
| <input type="radio"/> On Order with Vendor |
| <input type="radio"/> Filled Not Delivered |
| <input type="radio"/> Delivered / Accepted |
| <input checked="" type="radio"/> Denied |
| <input type="radio"/> Cancelled |

Order Status Cancelled

- ▶ These are orders the users have cancelled before the funds approver did the approval



Order Status

- ☐ All Pending
- ☐ All
- ☐ Pending Funds Approval
- ☐ Pending URS Action
- ☐ On Order with Vendor
- ☐ Filled Not Delivered
- ☐ Delivered/Accepted
- ☒ Denied
- ☐ Cancelled

Quantity on Hand

- Shows the current quantities on hand
- Filterable by the NSN

Quantity On Hand

NSN

Search

| NSN | Description | U/I | Warehouse | Qty* |
|----------------|--------------------------------|-----|-----------|------|
| 012852490 | ALIPHATIC ISOCYANATE PART B | KT | HDSC-URS | 6 |
| 013843915 | BATTERY | EA | HDSC-URS | 29 |
| 1560012080457 | AIRCRAFT FLOOR BOARD | EA | HDSC-URS | 43 |
| 1560012305318 | FLOOR ASSEMBLY | EA | HDSC-URS | 39 |
| 1560012305318 | FLOOR ASSEMBLY ADHESIVE | EA | HDSC-URS | 2 |
| 3439000092334 | PLATC WICK XL-3-5 | SL | HDSC-URS | 18 |
| 34390000695815 | 785 RMA FLUX | BT | HDSC-URS | 5 |
| 3439010096448 | SODER WICK SIZE #5 | SL | HDSC-URS | 10 |
| 34391LHCC8055 | METCO 450NS WELDING POWDER | BT | HDSC-URS | 20 |
| 34391LL891357 | DESOLDERING WICK | RO | HDSC-URS | 550 |
| 42101LL980354 | FIRE EXTINGUISHER | EA | HDSC-URS | 23 |
| 42101LL980358 | BRACKET FIRE EXTINGUISHER | EA | HDSC-URS | 43 |
| 51301LLC00399 | 1 1/2 CUTTING WHEELS | EA | HDSC-URS | 1500 |
| 51301LL930352 | 3*1/16*3/8 CUTTING WHEELS | EA | HDSC-URS | 4545 |
| 51301LL930353 | WHEELS | EA | HDSC-URS | 788 |
| 5307015148776 | STUD, BONDED | EA | HDSC-URS | 60 |
| 5330015130876 | HITAK TUFSEAL TAPE | RO | HDSC-URS | 122 |
| 5330015130887 | HI-TAK TUFSEAL | RO | HDSC-URS | 35 |
| 5330015148772 | HITAD TUFSEAL PACKING MATERIAL | RO | HDSC-URS | 24 |
| 53451LLSN3690 | 3" CUTTING WHEEL | EA | HDSC-URS | 300 |
| 5350005792513 | VALVE GRINDING COMPOUND GREASE | EA | HDSC-URS | 3 |

*Quantities are refreshed each night and do not reflect the real-time on hand quantities within HMMS

Forecast

- Predicts stockage levels
- Based on 3 in 6 demand criteria

Inventory Forecast

| ID | SKU | Description | Daily Demand Rate | Lead Time | Safety Stock | Customer Wait Time | Expected Back Orders | On Hand | Purchasing | PR Quantity | PO Quantity | Virtual QOH |
|-------|---------------|---|-------------------|-----------|--------------|--------------------|----------------------|---------|------------|-------------|-------------|-------------|
| 20087 | 8030012905136 | BASE COMPOUND (KT=2 OZ SEMKIT) POLYTHIOETHER POLYMER | 0.0000 | 27.0000 | 20.0000 | 27.0000 | 0.0000 | 2.0000 | 0.0000 | 0.0000 | 0.0000 | -13.0000 |
| 19875 | 8030011340329 | SEALING COMPOUND (CA = 6 OZ SEMKIT) (PART 1 OF 2) | 0.0000 | 20.0000 | 20.0000 | 20.0000 | 0.0000 | 1.0000 | 0.0000 | 0.0000 | 0.0000 | -2.0000 |
| 20421 | 6850011525991 | STRIPPING COMPOUND (DR=25 LB) | 0.0000 | 32.0000 | 20.0000 | 32.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | -1.0000 |
| 20109 | 6850012350872 | EXTERIOR AIRCRAFT CLEANER (CN=5 GL) | 0.0000 | 30.0000 | 20.0000 | 30.0000 | 0.0000 | 10.0000 | 0.0000 | 0.0000 | 0.0000 | 10.0000 |
| 19888 | 6850012357458 | CLEANING COMPOUND, SOLVENT EMULSION (DR = 55 GL) | 0.0000 | 24.0000 | 20.0000 | 24.0000 | 0.0000 | 0.0000 | 20.0000 | 0.0000 | 20.0000 | 12.0000 |
| 20250 | 6850012360128 | CLEANER, AIRCRAFT (DR=55 GL) | 0.0000 | 18.0000 | 20.0000 | 18.0000 | 0.0000 | 8.0000 | 16.0000 | 0.0000 | 16.0000 | 24.0000 |
| 20328 | 6850012513289 | METAL CLEANER AND CONDITIONER (QT) INORGANIC ACIDS SOLUTION | 0.0000 | 20.0000 | 20.0000 | 20.0000 | 0.0000 | 3.0000 | 7.0000 | 6.0000 | 1.0000 | 10.0000 |
| 20412 | 6850012557234 | DEVELOPER, PENETRANT INSPECTION | 0.0000 | 126.0000 | 20.0000 | 126.0000 | 0.0000 | 9.0000 | 0.0000 | 0.0000 | 0.0000 | 9.0000 |
| 20354 | 6850013389732 | CLEANING COMPOUND, SOLVENT (CN=5 GL) | 0.0000 | 68.0000 | 20.0000 | 68.0000 | 0.0000 | 2.0000 | 0.0000 | 0.0000 | 0.0000 | 2.0000 |

Reports

- ▶ On Demand reports, sends to the users email
- ▶ Will be further defined as needed

